SASKATCHEWAN

ARCHIVES BOARD

2011-2012

ANNUAL REPORT

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SASKARCHIVES.COM

Cover: R-PS62-685-02 Mrs. Janet Ochitwa, computer operator, operating the console in the Government Computer Centre, Administration Building, Nov. 1962.

This page: R-PS55-074-01 A view of staff members, including information and stenographic personnel, at work in the Visual Education Branch Office, Department of Education, Administration Building, Regina, June 1955.

ROLE OF THE SASKATCHEWAN ARCHIVES

As a guardian of Saskatchewan's documentary heritage, the Saskatchewan Archives ensures that an understanding of Saskatchewan's collective identity will be available for future generations. In 2011–2012, The Archives Board took a major step into the future by launching a new website that enables distance searching of descriptions of the organization's archival materials. Over time, as records are digitized, this website will link the descriptions to the archival material allowing ever- increasing access to the Archives' historical holdings in a modern on-line world.

ROLE OF THE SASKATCHEWAN ARCHIVES

The Saskatchewan Archives plays an important role in preserving the cultural resources of the province. It acquires and preserves records essential not just for self-knowledge, but also for the protection of individual and collective rights. To maximize accountability and efficiency, the Saskatchewan Archives also provides information and records management for the Government of Saskatchewan. Through acquisition, preservation and provision of access to official records, the Archives enables the Government of Saskatchewan to fulfill its public trust.

Letters of Transmittal

Her Honour, The Honourable Vaughn Solomon Schofield, S.O.M., S.V.M.
Lieutenant Governor of Saskatchewan

May it please Your Honour:

I respectfully submit the annual report of the Saskatchewan Archives Board for the period of April 1, 2011 to March 31, 2012.

Respectfully submitted.

Nancy Heppner
Minister Responsible for the Saskatchewan Archives Board

Honourable Nancy Heppner
Minister Responsible for the Saskatchewan Archives Board

Dear Minister:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period of April 1, 2011 to March 31, 2012.

Respectfully submitted.

Trevor J.D. Powell
Chair
Saskatchewan Archives Board

Message from the Chair

Saskatchewan Archives is responsible for carrying out four core archival functions in relation to its mandate: appraisal and selection; preservation; arrangement and description; and ensuring records are available to the public and clients. During the past twelve months, the board, management and staff have been actively involved in carrying out all of these functions.

The ongoing placement of archival descriptions and records online, the improvement in the delivery of services to government and the general public, the development of standards and procedures for the management of records and information, and the need to secure and protect the ever-growing volume of records in paper and electronic form entrusted to our care have been the focus of our attention over the past year. Ever mindful of the uncertain funding environment surrounding us, we have also worked, and will continue to work, with government to streamline our programs and ensure they continue to operate effectively and efficiently.

Saskatchewan Archives is not just about preserving the past, but also about documenting the present, thereby ensuring a record is kept for those who come after us. In carrying out this role, Archives ensures that accountability is achieved by keeping an authoritative record of key decisions, policies and operations of government at all levels. Archives also plays a role in documenting our society as it evolves so that future generations will understand their past and how they fit into our story. Your Saskatchewan Archives through its legislated mandate is committed to fulfilling this stewardship role, both today and tomorrow.

Respectfully submitted,

Trevor J.D. Powell
Chair
Saskatchewan Archives Board

Letter from the Provincial Archivist

I am pleased to present the Saskatchewan Archives Board Annual Report for the April 1, 2011 to March 31, 2012 operating year. The development and launch of our new website at www.saskarchives.com has refreshed the delivery of our services, and for the first time allowed distance searching of our archival holdings database, *Threshold*. With thousands of descriptions now available, we anticipate increased awareness and use of the many treasures in our Permanent Collection.

The 2011-2012 year marked the initiation of our Strategic Plan "*Rooted in Our Past, Renewal for Our Future*". Key actions included security upgrades and the modest expansion of our storage facilities; a risk assessment of our collection; a corporate-wide LEAN event on records management and the announcement of an amnesty for the disposal of inactive records; the start of the digitization of our extensive photographic collection; the completion of 17,000 descriptions of Photo Services Agency records; preparation for a collection survey; and the development of new operational record schedules with government clients.

Partnerships continued with the Genealogical Society of Utah for the digitization of homestead records and civil court records, while a successful Young Canada Works grant prepared several of our Aboriginal collections for online access. Liaison continued with the Office of the Provincial Capital Commission to explore new opportunities and to promote archives.

The launch of our Friends of Saskatchewan Archives group in 2011 provided us with welcomed help for events and special projects. We look forward to sharing ideas and experiences into the future.

The year also resulted in the drafting of amendments to *The Archives Act, 2004* which will eventually lead to stronger legislation in terms of the delivery of the Archives' mandate. We continued to investigate the streamlining of service delivery and avenues for revenue generation, and made great strides in the rejuvenation of our *Saskatchewan History* magazine.

Over the year ahead we look forward to working with government institutions to reduce the storage of inactive records, to promote the development of new records schedules and to achieve standards for the effective management of digital records. We will continue to share and celebrate our Province's documentary heritage in the broader community, through online tools, events and services.

Respectfully submitted.

Linda B. McIntyre
Provincial Archivist

Vision, Mission, Values and Mandate

The 2011-2016 strategic plan revises the vision, mission and values of the Saskatchewan Archives. The mandate of the Saskatchewan Archives is prescribed in legislation.

Vision

A trusted, respected, accessible and progressive guardian of Saskatchewan's documentary heritage.

Mission

- To acquire, manage, preserve and make accessible records of significance that reflect the rights and activities of Saskatchewan's people - those of public and private organizations and those of individuals.
- To foster government accountability and transparency by advancing and facilitating responsible records management in the public sector.
- To promote and assist the many uses of the documentary records of Saskatchewan.
- To engage the people of Saskatchewan with their documentary heritage, and to foster an understanding of our collective identity.
- To provide leadership and support for the on-going development of archival work.

Values

The rights and responsibilities of a democratic society are the foundation of our work.

Our core values include:

- Accountability to the people of Saskatchewan and our patrons, past, present and future
- Innovation, leadership and collaboration
- Equitable access to public information and respect for individual privacy
- Integrity, transparency and ethical behaviour
- Professionalism and dedication to service excellence

Mandate

The objects and functions of the Saskatchewan Archives Board are:

- To acquire and preserve public and private records of significance to Saskatchewan and to facilitate access to those records
- To be the permanent repository of public and court records
- To facilitate the management of public and court records
- To encourage and support archival activities and the archival community

The Archives Act, 2004

A Brief History of the Saskatchewan Archives

It was largely due to the efforts of Dr. Arthur Silver Morton, along with the support of the Canadian Historical Association, and the University of Saskatchewan, that the proposal in 1937 to establish and appoint an archivist was favourably met by a cash-strapped provincial government. Accordingly, in that year, a Historical Public Record Office was established with Morton appointed as Keeper of the Public Record.

By the mid-1940s it was understood that a more formal and stable funding arrangement needed to be established for the Province's archives. Morton's call for legislation and secure financial support was met with approval from the newly elected CCF government. The original Archives Act of 1945 created an arms-length board, representative of established stakeholders already engaged in documenting Saskatchewan's archival heritage. Whereas the acquisitions of the Historical Public Record Office had been limited to public records, the mandate of the new Saskatchewan Archives Board was broadened to include all forms of records from both public and private sources. It allowed provincial archivists to examine all public and private records, and to appraise and select those records of historical value for preservation in the archives. It established a system of accountability for information created and maintained by government, mandating that all public records be scheduled, and all records schedules be approved by committees comprised of acknowledged officials and elected representatives. For several decades, Saskatchewan's archival legislation stood the test of time, and occasionally served as a model for other jurisdictions.

The Saskatchewan Archives actively documents all facets of provincial life. Most people or groups record their activities, whether in the form of letters, email, diaries, minutes, financial records, photographs, moving images, maps and architectural drawings, memoirs, spoken traditions, or sound recordings. The oral accounts of aboriginal elders, the written records kept by settlers, the varied yet precarious physical formats of the early 21st century office and home, provide an immediate and unique source of information of Saskatchewan's people. This wide-ranging mandate has allowed the Saskatchewan Archives to accrue what is recognized as one of the most comprehensive provincial archival collections in Canada.

Over the years the Saskatchewan Archives has gained a reputation for reaching out to the community it serves. It has participated in marking major milestones such as the 50th, 60th, 75th and 100th provincial anniversaries, as well as the North-West Centennial. In conjunction with individuals and groups, the Saskatchewan Archives has taken the initiative to document the oral tradition of the First Nations and Métis people, the settlement era of the province, and the multicultural nature of our provincial society. More recently, the Saskatchewan Archives has been using digital technology allowing its holdings to be brought to a wider audience through means of digitized records and use of the internet.

With the passage of various Acts pertaining to access to information and protection of privacy, the Saskatchewan Archives has played an increasingly large role in the management of information from both public and non-government sources. *The Archives Act, 2004*, allows the Saskatchewan Archives to carry out this expanded role through an updated legislative framework. As Saskatchewan embraces economic, social and environmental challenges in the decades ahead, the Saskatchewan Archives strives to meet the needs of a modern government and the people it serves.

Structure & Reporting Relationship

Unlike most other provincial archives across Canada, Saskatchewan's provincial archive is positioned at arms-length from government, allowing it to exercise independent initiative, judgment, and service in carrying out its mandate. *The Archives Act, 2004* requires a board of directors to oversee the activities of the Saskatchewan Archives. The Board is responsible for:

- appointing, reviewing and working with the Provincial Archivist;
- ratifying specific management and fiscal decisions;
- preserving the autonomy and integrity of the institution and its permanent collection; and,
- representing the institution to government and the wider community.

The legislation provides for the board composition to include: two representatives from the Saskatchewan public service, one representative from the University of Saskatchewan, one representative from the University of Regina, and up to five members of the community-at-large. The Provincial Archivist serves as Secretary to the Board.

In 2011-2012 the Board reported through the Office of the Provincial Capital Commission to the Minister Responsible for the Saskatchewan Archives Board. As of May 25, 2012 the Board , as a corporate entity, reports to the Minister Responsible for the Saskatchewan Archives Board. To conduct its operations, the Saskatchewan Archives receives an annual grant from the Government of Saskatchewan.

Office space and storage facilities for Saskatchewan Archives in Regina are leased through the Ministry of Central Services. The University of Saskatchewan provides office and storage space, at minimal cost, for the Saskatoon operations. The Saskatchewan Archives is responsible for its own financial management. The University of Saskatchewan provides support in financial functions including payment services and banking on a fee-for-service basis. The Ministry of Finance serves as the Saskatchewan Archives' agent providing payroll services for all staff.

ORGANIZATION

The Saskatchewan Archives operates as five function-based units operating out of three Regina offices and one Saskatoon office: Appraisal & Acquisition, Information Management & Legislative Compliance and Access, Preservation Management & Digital Records, Records Processing, and Reference Services. The Corporate Services Unit and Information Technology Unit support the operations of the organization.

Saskatchewan Archives Board of Directors

The Board of Directors operates with a full complement of directors as outlined in *The Archives Act, 2004* and consists of the following members:

Trevor J.D. Powell Chair	Former Provincial Archivist, Regina
Fredrick D. (Rick) Mantey Vice-Chair	Cabinet Secretary and Clerk of the Executive Council
Dr. Michael Atkinson Member	Executive Director, Diefenbaker Canada Centre and Johnson-Shoyama Graduate School of Public Policy
Dr. Thomas Bredohl Member	Associate Professor, History, Associate Dean (Research and Graduate) University of Regina
Ron Dedman Member	Deputy Minister, Central Services
Laura Hanowski Member	Certified Saskatchewan Genealogy Researcher and Instructor, Regina
Dr. Catherine Littlejohn Member	Freelance Historian, Researcher, Writer and Consultant
Maureen Miller Member	Masters Library and Information Science (MLIS)
Linda B. McIntyre Secretary to the Board	Provincial Archivist

Organizational Chart

APPRAISAL AND ACQUISITION UNIT

The Appraisal and Acquisition Unit is responsible for appraising and acquiring records of ongoing historical significance, including records from both the public and private sectors. Fulfilling this function involves records appraisals, coordinating records transfers, and negotiating and maintaining agreements with donors.

R-A5025-2 Lillian Bjarnason working on the indexing of homestead records, Saskatchewan Archives, Saskatoon, 1961

Appraisal Archivists review disposal requests and conduct appraisals on public (government) records that have met their required retention period, according to a records schedule. Records of historical significance are transferred to the Saskatchewan Archives, and the remainder are authorized for physical destruction. This process, conducted in co-operation with the Information Management Unit, allows the Saskatchewan Archives to acquire material vital to understanding the history of the province, and provides government institutions with the necessary written authority to destroy records in compliance with provincial legislation. Appraisal Archivists also appraise and acquire the records of individuals, businesses, organizations, unions, community groups, municipalities, schools, etc. to ensure a comprehensive picture of the Province through the years, is retained.

Key Accomplishments in 2011-2012

- Planned and began work on an institutional inventory of all archival record holdings. This activity will strengthen the management and preservation of the Archives' holdings and enable the Archives to populate the relevant fields in *Threshold*, the archival management system.
- Contacted 267 private donors regarding the donation of records of historical significance.
- Continued implementation of Operational Records Systems appraisal.

Goals and Activities for 2012-2013

- Continue to gather information on the records in archival holdings, and populate fields in *Threshold*.
- Complete appraisals related to the government wide amnesty project.
- Continue work on the historical appraisal approach of current records included in Operational Records Systems. This approach enables records to be appraised in their original context with the full knowledge of the mandate or function that led to the creation of the record, and ensures that the most relevant and historically valuable records are retained by the Archives.
- Continue work on detailed guidelines to complement the Acquisition Policy developed in 2010-2011.
- In collaboration with staff in the Digital Records Program, continue to develop an appraisal toolkit that will ensure all relevant information regarding digital records is properly gathered and recorded.

2011-2012 Statistics

Number of Disposal Requests received	773
Volume of public (government) records authorized for disposal	2,517 metres
Volume of public (government) records held for appraisal	430 metres
Volume of public (government) records reviewed but not eligible for disposal	196 metres
Volume of public (government) records identified as archival	208 metres
Volume of public (government) records transferred	48 metres
Volume of private records transferred	78 metres
Number of contacts with private donors	267

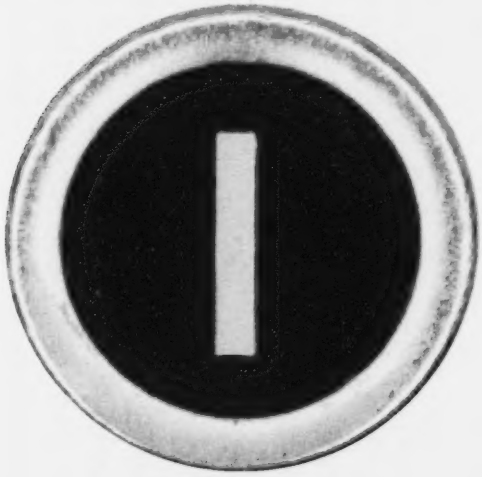
ARRANGEMENT AND DESCRIPTION

THEN: "...the second duty of archives administration is arranging, assembling and listing the records so that they can most readily be used for reference or for historical study. This involves not only a complete list of the collections in the archives office, but also calendars and guides indicating their contents, and indexes through which information can be traced with the least waste of time..."
First Report of the Saskatchewan Archives, 1945-1946

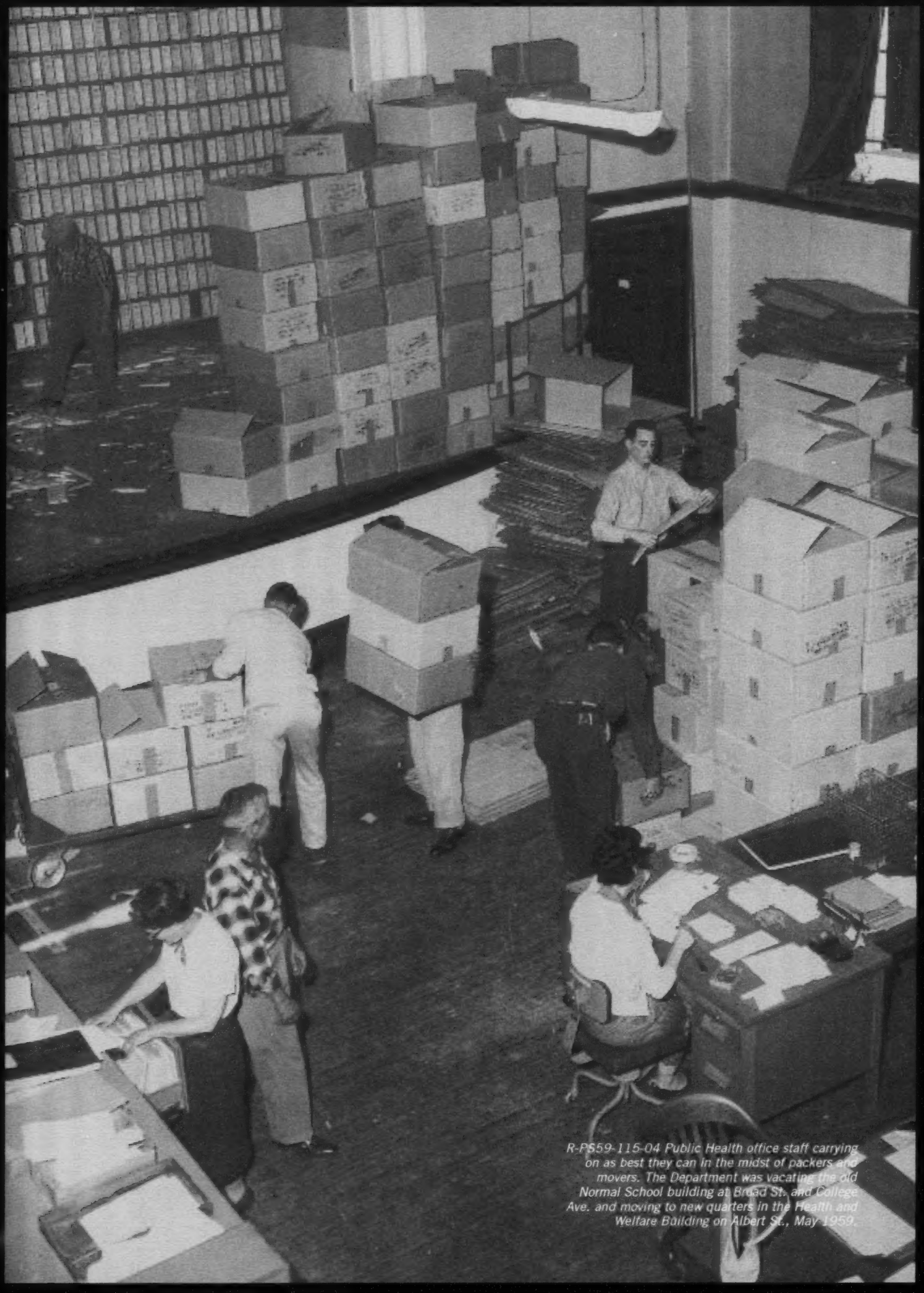
NOW: The Saskatchewan Archives has embraced technology in our work, allowing for new dynamic ways to present our collections to a whole new generation of users not only in the province but throughout the world.

R-PS57-576-20 Store room for survey markers used by the Department of Highways in road surveys, Jan. 1958.

INFORMATION MANAGEMENT & **LEGISLATIVE COMPLIANCE** AND ACCESS UNIT



Information Management offers services that enable government institutions to efficiently manage their current records, and facilitates the Archives' access to the historical record of government. Legislative Compliance and Access ensures the Archives provides access to historical material in a manner that balances the public's right to information, with the individual's right to privacy.



R-PS59-115-04 Public Health office staff carrying on as best they can in the midst of packers and movers. The Department was vacating the old Normal School building at Broad St. and College Ave. and moving to new quarters in the Health and Welfare Building on Albert St., May 1959.

Information Management (IM) provides a wide range of records management services that enable government institutions to manage their records in an efficient manner, and helps them to meet their responsibilities as per *The Archives Act, 2004* and other applicable legislation.

IM develops and maintains government-wide policies, procedures and best practices that ensure accountability and compliance with *The Archives Act, 2004* and the privacy frameworks for Executive Government and Crown Corporations. IM also assists in the development of records retention schedules, facilitates the disposal of records in government, provides records management training, reviews and advises on institution-specific policy and acts in an advisory role to the Public Records Committee (PRC). IM provides records management expertise to government and non-government clients on a variety of information management issues. IM is also responsible for maintaining Administrative Records Management System 2006 (ARMS 2006), a standard classification system and retention schedule applicable to all government institutions.

Key Accomplishments 2011-2012

- Continued activities related to development of the Operational Records System (ORS) and maintenance of ARMS 2006. In 2011-2012 four meetings of the Public Records Committee were held, during which 36 ORS were approved. The approved schedules are the results of the successful completion of schedule development projects continued from the previous fiscal year(s), and include an ORS for the Cabinet Secretariat. The unit also began working on the next revision of ARMS 2006.
- Participated in the Corporate Wide Lean Review of Records Management in Government.
- As per the Lean Review Committee recommendations:
  - IM developed instructions and established criteria for the Corporate Wide Records Management Amnesty. A memo outlining the process was distributed by the Cabinet Secretariat, and an informational package was distributed to all government institutions.
  - IM began reviewing government-wide records management policies, procedures and processes including the format of retention schedules. Following extensive research, IM has completed initial work on a new, more user-friendly format. Two pilot projects with the Ministry of Environment and the Crown Investments Corporation of Saskatchewan have been launched to test development of ORS in the new format, and to establish development procedures.
- Processed 773 disposal requests, resulting in 2,517 metres of public record being authorized for disposal. The disposal of government records is facilitated by reviews, to ensure that schedule requirements have been met, and to provide a documented accountability framework.
- Continued a strong advisory role with government and non-government clients alike. Information Management archivists received and replied to 112 Inquiry Line calls, 146 inquiries received via the Record Help E-Mail Account and 528 individual inquiries. The archivists participated in 102 meetings with government clients, including one workshop and 11 short presentations.

Goals and Activities for 2012-2013

- Conduct records management reviews for the Amnesty to ensure compliance with the established criteria, and provide assistance in the historical appraisal of records.
- Continue working on reviewing and updating government-wide policies, guidelines, and practices including, ARMS 2006 revision as well as the development of a new format for retention schedules and completion of pilot projects according to Lean Review Committee recommendations.
- Resume government-wide training, and explore other methods for training delivery (e.g. online training).
- Continue partnering with staff in other ministries to host training sessions and to participate in other activities promoting efficient records management practices throughout the government.

AVAILABILITY OF RECORDS AND RESEARCH TOOLS

THEN: "To facilitate research in either Regina or Saskatoon, copies of all accession lists, guides, and indexes are being duplicated, so that one copy will be available in both centres."
Third Report of the Saskatchewan Archives, 1947-1948

NOW: The digital age means we are no longer relegated to static textual displays of information. History has become dynamic and interactive through the Saskatchewan Archives *Threshold* database and website.

R-PS56-241-02 Mrs. M. Rowland at work in the aerial photo library of the Department of Natural Resources, Prince Albert, October 1956.

LEGISLATIVE COMPLIANCE AND ACCESS

The Saskatchewan Archives Board, as a government institution, is bound by *The Freedom of Information and Protection of Privacy Act* (FOIPP), *The Health Information Protection Act* (HIPA) and other relevant legislation pertaining to access and privacy. The Saskatchewan Archives works to balance the public's right to access information with an individual's right to privacy. Legislative Compliance and Access (LCA) assists the Archives in meeting this challenge.

LCA facilitates access to the Saskatchewan Archives Board's permanent collection by reviewing and processing researchers' requests to access restricted materials within the collection. Before researchers are granted access, the material is reviewed for personal information and personal health information as defined in FOIPP and HIPA. If personal information is found, it must be removed prior to access or, if applicable, a non-disclosure agreement is negotiated.

Legislative Compliance and Access is responsible for institution-wide compliance with all applicable access and privacy legislation and often provides advice to other units at the Archives. If records with potential privacy and access concerns are identified, LCA staff is contacted and asked to conduct an in-house review of the material.

Key Accomplishments in 2011-2012

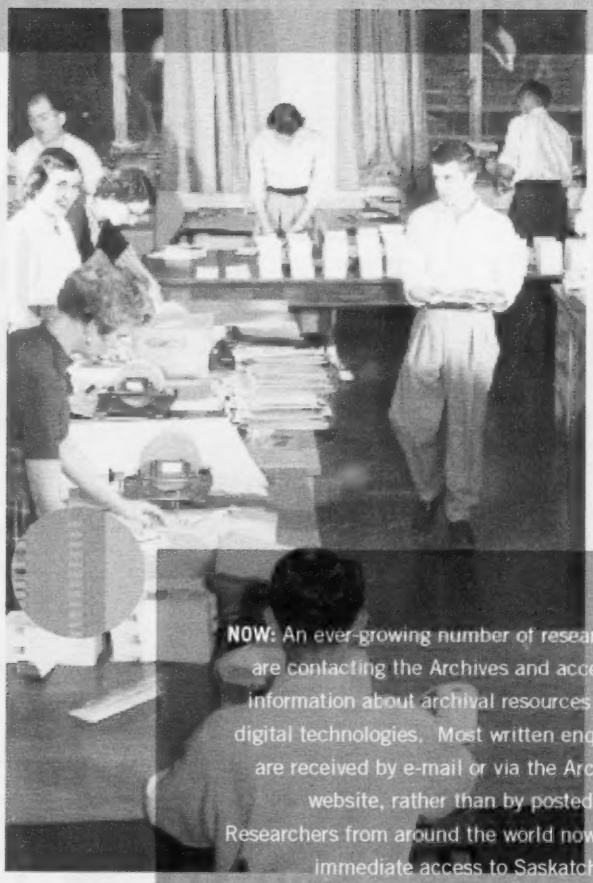
- Processed 86 researcher access requests. Reviewed 40.5 metres (162 archival boxes) of archival material in 2011-2012. This is an increase of 1.3 metres over the previous year.
- Launched a data entry project in partnership with the University of Saskatchewan which will develop a database for the Patient Registers from the former Saskatchewan Provincial Mental Hospital in Weyburn.
- In cooperation with Information Management staff, began review of all Saskatchewan Archives Board's guides and finding aids, to ensure compliance with access restrictions, which are identified in the applicable legislation. To date, 670 guides have been reviewed out of a total of 1,322.
- Continued to provide advice to other units on issues concerning privacy and access restrictions.

Goals and Activities for 2012-2013

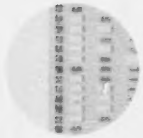
- Continue access reviews in a timely manner to provide researchers with requested materials. It is anticipated that the number of requests for access will continue to grow in 2012-2013.
- Conduct in-house reviews at the request of other units in the Archives.
- Complete the data entry project for the Weyburn Patient Registers.
- Continue compliance reviews of the guides and finding aids.

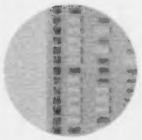
AVAILABILITY OF RECORDS AND RESEARCH TOOLS

THEN: "...The staff of both offices of the Archives devoted considerable time to assisting researchers and to answering inquiries received through telephone calls or through the mail. Replies to inquiries required research varying from a few minutes to several hours. Researchers are encouraged to consult source material at the offices of the Archives but where distance and expense make personal visits difficult or impossible every effort is made to supply information within the limits of staff and time available..." *Seventeenth Report of the Saskatchewan Archives Board, 1974-1976*



R-PS56-266-06 Employees of the Department of Natural Resources wrapping game licenses and synopsis to be sent out to country license offices, October 1956.





NOW: An ever-growing number of researchers are contacting the Archives and accessing information about archival resources using digital technologies. Most written enquiries are received by e-mail or via the Archives' website, rather than by posted mail. Researchers from around the world now have immediate access to Saskatchewan Archives' online guide to archival materials, Threshold, where they may discover what records are in the Collection. Records are being digitized and made available for viewing in *Threshold*, and requests for access to digitized records is on the rise.

PRESERVATION MANAGEMENT **AND** DIGITAL RECORDS UNIT

The Preservation Management and Digital Records Unit works to enable the acquisition of historical records in electronic format and is responsible for preserving and safeguarding all archival records, digital or analogue.

R-PS55-074-05 Employees of the Visual Education Branch, Department of Education are at work in the motion picture library and film inspection room, June 1955.

Preservation Management

The responsibility of Preservation Management (PM) is to safeguard the records entrusted to the care of the Saskatchewan Archives. This involves monitoring and reacting to environmental conditions such as: light: temperature and humidity, and making the best of substandard storage environments. Also, as resources permit, PM focuses its efforts on preserving those parts of the collection that are most at risk. PM also coordinates and manages the organization's disaster response and recovery plan.

Key Accomplishments in 2011-2012

- Preservation Management worked with the Canadian Conservation Institute (CCI) on its analysis of the Archives' facilities and conservation capacity. CCI's final report is expected to be available in the summer of 2012.
- Completed the fourth cycle of applying molecular sieves to the film collection, to alleviate the effects of vinegar syndrome.
- Initiated the first stage of a large-scale digitization project that will image approximately 100,000 photographs from the Regina photo collection. This will be a multi-year project with a final deadline dependent on resources.
- Participated in the Canadian Preservation Collaboration – Analog (CPC-A) meetings that are developing a capacity check of preservation expertise and equipment across Canada.

Goals and Activities for 2012-2013

- Continue to focus on ensuring effective control and efficient access to the photographic resources held at the Hillsdale reference area in Regina. This will involve both physical re-housing of records, and the continued large-scale digitization of the Collection.
- Continue to establish the infrastructure required to utilize high-quality digital reproductions as a strategic approach for the preservation, conservation and access to the Saskatchewan Archives' Collection.

Digital Records Program

As society moves further into the digital age it has become critically important for the Archives to be able to preserve the digital 'memory' of the Province's institutions and its people, in an efficient and trusted manner. While the intellectual mandate and strategy of the Digital Records Program is widely supported, the challenge to secure the required resources that will effectively engage the mandate of the program continues.

Key Accomplishments in 2011-2012

- Served as organizational lead on the development and launch of the new Saskatchewan Archives' website, including the web-deployment of *Threshold*, the Archives' archival management system.
- With Library and Archives Canada, and other provincial partners, worked to create a metadata project where digitized WWI veterans' documents, held by various repositories across the nation, are brought together in a web-based tool.
- With IT consultation, continued to work conceptualizing and designing the required technological and intellectual infrastructure to support large-scale ingestion of digital records.
- Oversaw the digitization of more than 600,000 pages from the Archives' court and homestead collections.
- Secured funding from the federal Young Canada Works Program, to employ a history graduate student intern to digitize two Aboriginal record collections.

Goals and Activities for 2012-2013

- Secure funding from archival grants programs to allow the hiring of an archival studies student who will pilot medium-scale ingestion of digital records, using various open-source tools.
- With the Information Technology Unit, develop long term storage and access infrastructure to support large scale ingestion and management of digital records.
- Hire an Archival Imaging Technician to support ongoing digitization initiatives within the organization.
- With the support and partnership of the Information Technology Office (ITO), provide standards for the future acquisition and deployment of an Electronic Document and Records Management System for executive government.
- With the assistance of ITO submit a new digital preservation business case to Treasury Board.

SIZE OF COLLECTION

THEN: "In the period [of the report] records from seventeen government agencies were transferred to the Archives, with the result that the total holdings of public records in the Archives occupy approximately 8,500 linear feet of shelving. Included in this total are Court Records occupying 4,480 linear feet of shelving." *Tenth Report of the Saskatchewan Archives Board, 1960-1962*

NOW: In 2011-12 the total holdings of public records in the Archives occupy approximately 22,000 linear metres (72,178 linear feet) of shelving.

R-PS67-791-02 Man operating a tape unit in the Computer Centre, October 10, 1967.

RECORDS **PROCESSING** UNIT

The Records Processing Unit manages the arrangement, physical processing and description of all records held in the permanent collection of the Saskatchewan Archives. This work provides researchers with the information necessary to understand and access the archival record.

R-PS58-195-01 Mr. Floyd Vawter operating an LGP-30 electronic computer owned jointly with the University, the Saskatchewan Research Council and the National Research Council, July 1958.

The Records Processing Unit works with both public and private records in all types of media, and is responsible for updating the descriptions for previously-processed records as necessary. All information is stored in the archival management system, *Threshold*.

The unit also produces Saskatchewan Archives Finding Aids (SAFA) for its processed records, to assist researchers in understanding and accessing records in the collection. The unit is also responsible for posting descriptions of processed records to the provincial Saskatchewan Archival Information Network (SAIN) catalogue.

As well, the unit is responsible for coordinating the monetary appraisal of records in order to issue donor tax receipts. This includes preparing the records for appraisals conducted by independent appraisers, the National Archival Appraisal Board, and the Canadian Cultural Property Export Review Board (CCPERB). In 2011-2012, six fonds were appraised for monetary value, with a combined assessed value of $29,655. One application was submitted to the CCPERB.

Key Accomplishments in 2011-2012

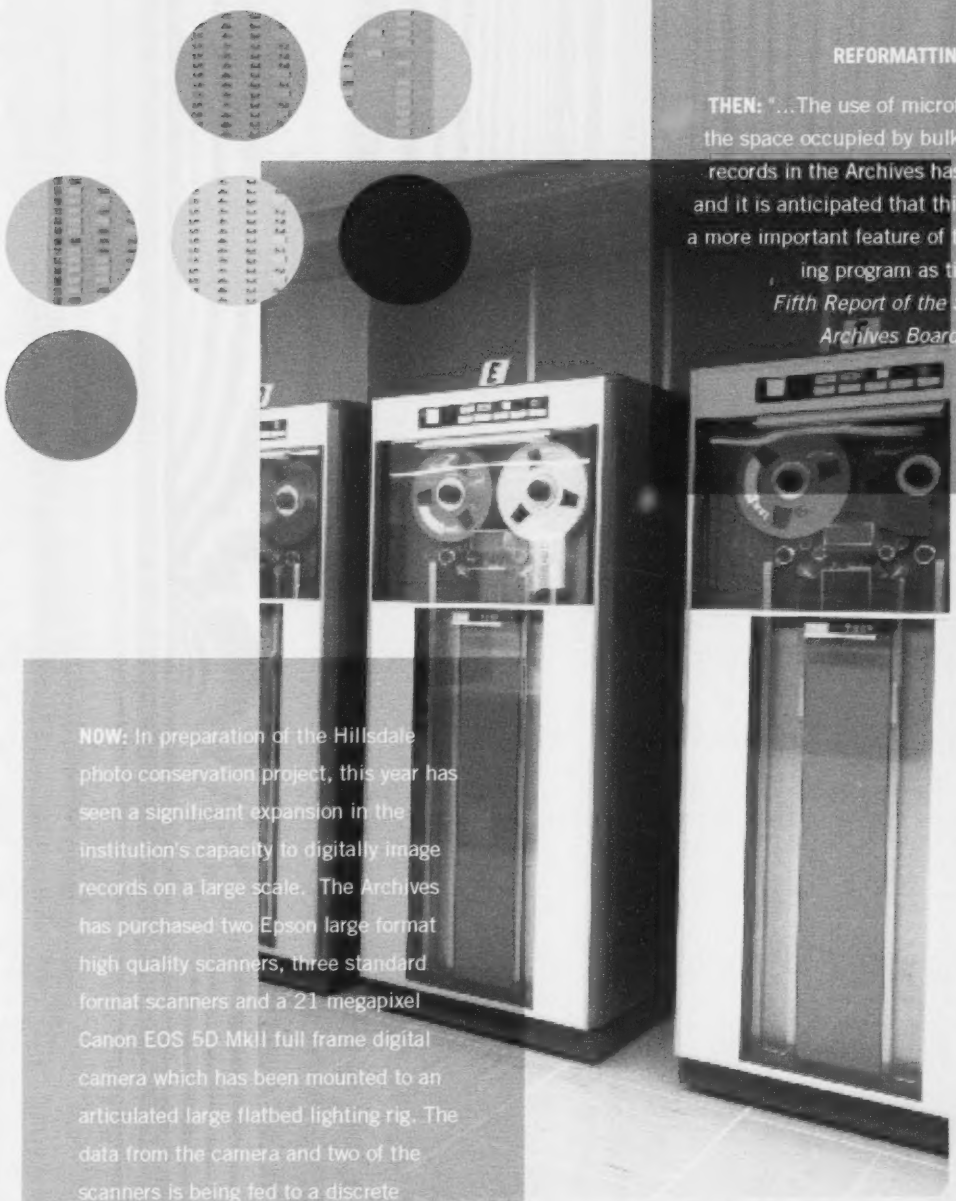
- Produced 101 finding aids, and contributed 58 new descriptions to the Saskatchewan Archival Information Network catalogue.
- Processed 15 new fonds and government records series.
- Completed scanning of printed copies of all finding aids openly available to the public, and made them accessible on the Archives' new website.
- Completed the re-housing and description of 16,635 negatives created by the Government of Saskatchewan's Photographic Services Agency.

Goals and Activities for 2012-2013

- Continue the describing of and re-housing of Photographic Services negatives.
- Enter required information on the printed index cards in *Threshold*'s Regina main card catalogue.
- Review and update the institution's monetary appraisal policy.
- Process 15 fonds and government series from the backlog of unprocessed records.

Records Arranged and Described in 2011-2012

	Paper/tape/ film-based	Digital-based
Textual Records	63.5 metres	
Photographs	20,410 items	7,044
Documentary Art	2 items	
Cartographic Materials (maps)	30 items	
Architectural and Technical Drawings	650 items	
Moving Images	763 items	
Sound Recordings	38 items	
Microfilm	0 items	
Artifacts	0 items	



REFORMATTING OF RECORDS

THEN: "...The use of microfilm to reduce the space occupied by bulky government records in the Archives has been begun, and it is anticipated that this will become a more important feature of the microfilming program as time goes on."
Fifth Report of the Saskatchewan Archives Board, 1950-1952

NOW: In preparation of the Hillsdale photo conservation project, this year has seen a significant expansion in the institution's capacity to digitally image records on a large scale. The Archives has purchased two Epson large format high quality scanners, three standard format scanners and a 21 megapixel Canon EOS 5D MkII full frame digital camera which has been mounted to an articulated large flatbed lighting rig. The data from the camera and two of the scanners is being fed to a discrete Networked Archival Storage (NAS) array that has multi-layered redundancy for the security of the images. The project has currently imaged 15,000 of the approximately 100,000 images in the Hillsdale collection.

R-PS63-092-01 Tape units in the Government Computer Centre, Administration Building, April 1963.

REFERENCE **SERVICES** UNIT

Reference Services is actively involved in building an awareness of Saskatchewan's heritage using the rich resources of the Saskatchewan Archives. The unit assists people who are interested in exploring the province's history, by advising walk-in visitors of the availability and extent of archival records. It also responds to those corresponding from a distance through e-mail, conventional mail, fax and telephone.

R-PS60-779-03 Christine McDonald, Archives Librarian, and Allan Turner, Archives Assistant, checking through some of the old photographs from the archives files, 1960.

The Reference Services Unit gives tours and presentations, prepares interpretive exhibits and participates in special public events. All this activity is intended to foster an awareness of the value of archives to the wider community.

Key Accomplishments in 2011-2012

- Assisted a total of 6,575 users, including 2,855 in-person visitors and 3,720 remote enquiries.
- Assisted the Information Services Corporation in verifying homestead information for 515 families who had applied for the Century Family Farm award.
- Made 36,904 archival documents available to researchers in the Archives' reading rooms, and prepared 47,926 digital and analog reproductions of archival documents for research clients.
- Developed best practices related to provision of reference services, including: revision and updates to existing policies and procedures; the standardization of statistics gathering; new procedures for the provision of certified true copies of archival records; and the administration of requests for church records.
- Assisted with the development of content for, and testing of, a new website, which was launched in February 2012.
- Developed new approaches to contend with the growing backlog of distance research enquiries.
- Continued work on best practices relating to privacy measures in research registration; standardization of protocols and operating procedures for the institution's Image Bank.
- Conducted a survey of residential school records in the Saskatchewan Archives for the Truth and Reconciliation Commission of Canada.

Goals and Activities for 2012-2013

- Develop best practices for: tour development; retrieval and collection management; reading room procedures and security; and the provision of archival reproductions.
- Research and develop stage two of an expanded fee schedule for reference-related services.
- Complete a LEAN review of reference service processes.
- Complete best practices relating to privacy measures in researcher registration; standardization protocols and operating procedures for the institution's Image Bank.
- Develop policies and procedures concerning copyright in archival reproductions.

Reference Statistics for 2011-2012

	Archives Users
Personal Visits	2,855
Written Enquiries	52
Phone Enquiries	1,551
E-mail Enquiries	1,481
Interlibrary Loans	44
Inter-Office Loans	77
Century Family Farms	515
Total Number of Users	6,575

RECORDS SCHEDULING

THEN: "From the archival standpoint, the more general adoption of scheduling has been a desirable development because it prevents the accumulation in departmental vaults of large quantities of routine forms and similar types of records which have no permanent value. As a consequence vital records are much more accessible, and can be more easily identified and handled. By having the most important records of a department designated 'permanent' in the schedule, they are safeguarded for department or research use; these are then maintained either by the department or the archives as may be most convenient. On the other hand, scheduling, involving as it does a continuing authorization for the disposal of non-current records, makes it necessary for archives staff to be in continuous and vigilant contact with the departments so that scheduled records which have a limited life from the administrative standpoint may be scrutinized and transferred to the archives if they possess research value..."

Fifth Report of the Saskatchewan Archives Board, 1950-1952

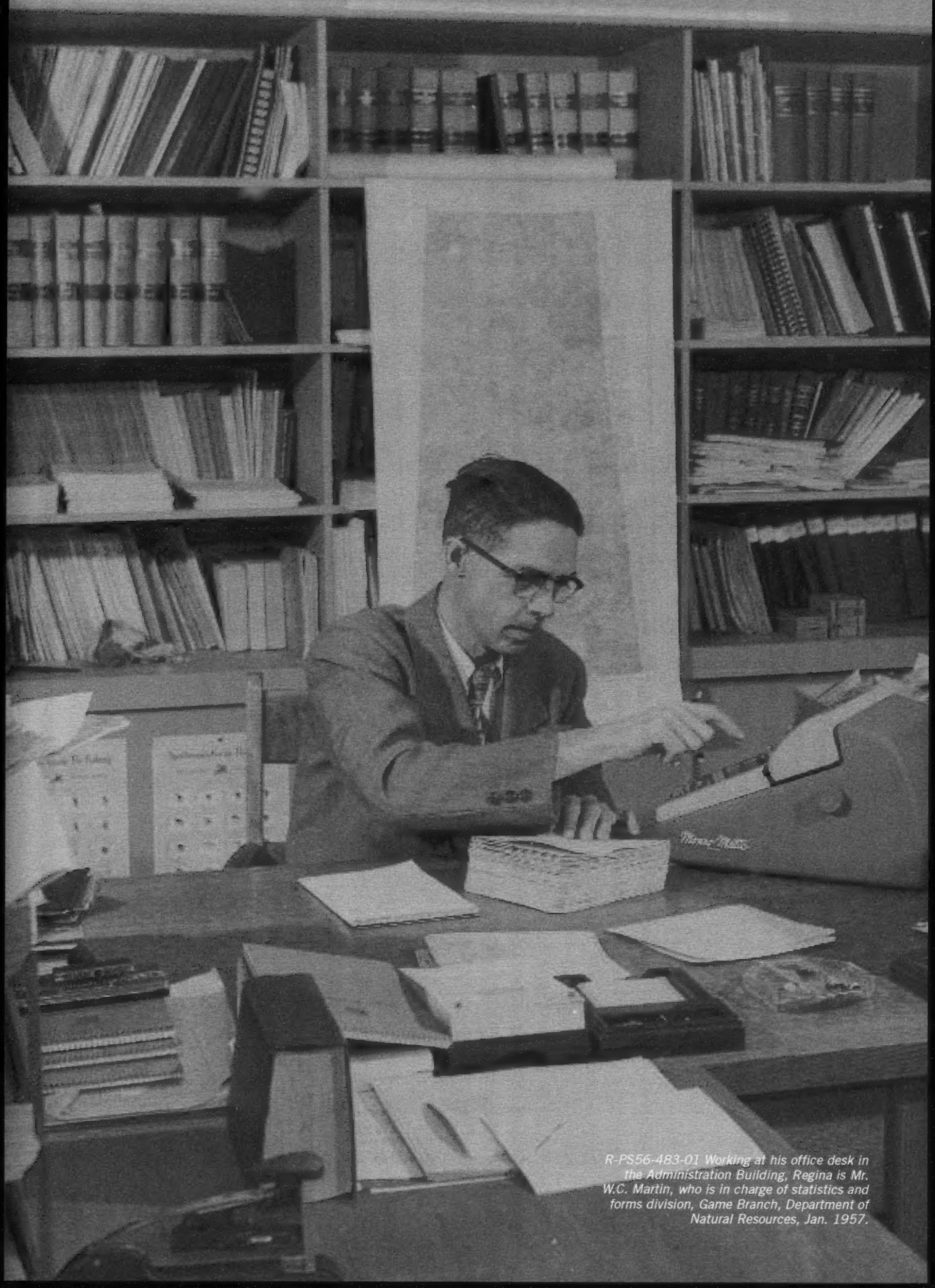
R-PS54-065-11 When work for the day is finished, employees punch out at the time clock, July 1954.

NOW: Since the establishment of the Archives in 1945 records management has been an integral part of archival services delivered to Saskatchewan Government. By facilitating good records management and archival practices the Archives ensures that government information, a crucial public asset, is handled in an accountable manner, and records of historical significance are preserved for future generations.

www.saskarchives.com

CORPORATE SERVICES **AND** INFORMATION TECHNOLOGY UNIT

Corporate Services is responsible for the finances, human resources, information technology, facility and security management, internal records management and other administrative functions of the Saskatchewan Archives Board.



R-PS56-483-01 Working at his office desk in the Administration Building, Regina is Mr. W.C. Martin, who is in charge of statistics and forms division, Game Branch, Department of Natural Resources, Jan. 1957.

Key Accomplishments in 2011–2012

- Secured additional 79 m^2 of records storage space, and identified additional 233 m^2 to be ready for use in 2012-2013.
- Completed security upgrades in storage areas.
- Developed and implemented organization-specific Human Resource policies.
- Enhanced the organization's financial processes, with an emphasis on improved tracking of capital assets. This was facilitated through the acquisition of new software.

Goals and Activities for 2012–2013

- Complete renovations and upgrades for additional records storage space acquired in 2012-2013.
- Continue to seek cost-effective opportunities to achieve greater efficiencies through the consolidation of Regina locations.
- Further streamlining of financial processes, while maintaining internal controls and ensuring accountability.
- Centralization of financial functions in the Regina office.
- Ongoing development of Human Resource policies, as well as staffing "toolkit" for managers.

INFORMATION TECHNOLOGY UNIT

Information Technology is responsible for the management of all hardware and software used by the Saskatchewan Archives. This includes maintaining systems and equipment, upgrading to appropriate standards, and handling IT inventory control. The unit works with all other units in the Saskatchewan Archives to develop and assist with technology solutions.

Key Accomplishments in 2011-2012

- Limited storage expansion throughout 2011-2012 to ensure some space for digital records.
- Assisted the Digital Records Program on the implementation of the new Archives' website.
- Help desk software implemented for Archives staff.
- Completed the upgrade of fibre connection in Saskatoon.
- Completed the scanning capabilities upgrade in Saskatoon.
- With the Digital Records Program and the Records Processing Unit, continued the development and implementation of a long-term strategy to make the archival management system, *Threshold*, available over the web. This will enable the use of digital collections online.
- With the Digital Records Program, continued the development of long-term storage and access procedures for digital records.

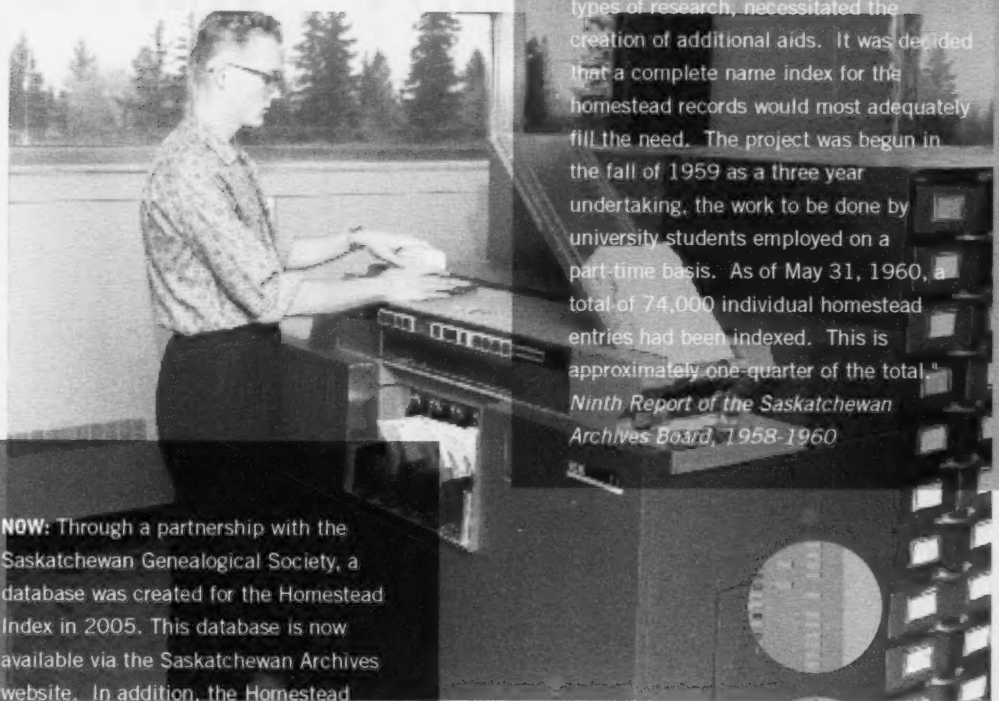
Goals and Activities for 2012-2013

- As resources permit, continue storage expansion throughout 2012-2013 to ensure space for digital records.
- Continue to assist in website development, including deployment of digital collections online.
- Work with Digital Records Program in determining long-term storage and access procedures.
- Upgrade server core with additional storage in tape library and storage expansion.

HOMESTEAD RECORDS

THEN: "...The homestead index ledgers, the only finding aid for the homestead records, were recopied. In these ledgers each homestead file is indexed according to land location. The frequency with which the Archives received inquiries for information, where the inquirer was unable to provide an adequate land description, plus the desire to make the homestead records available for other types of research, necessitated the creation of additional aids. It was decided that a complete name index for the homestead records would most adequately fill the need. The project was begun in the fall of 1959 as a three year undertaking, the work to be done by university students employed on a part-time basis. As of May 31, 1960, a total of 74,000 individual homestead entries had been indexed. This is approximately one-quarter of the total." *Ninth Report of the Saskatchewan Archives Board, 1958-1960*

R-PS63-791-04 Employee sorting cards representing individual claims under Medicare, Regina, December 10, 1963.



NOW: Through a partnership with the Saskatchewan Genealogical Society, a database was created for the Homestead Index in 2005. This database is now available via the Saskatchewan Archives website. In addition, the Homestead Records continue to be digitally imaged through a contractual arrangement with the Genealogical Society of Utah. This year approximately 650,000 pages of homestead records have been digitally photographed adding to the over 2 million that have already been completed. Of this amount 65,000 have been appropriately described, processed and made available on the SAB's new website. Online access to this collection will grow as time and resources allow.

Outreach Initiatives

Tours and Presentations: Archivists in Saskatoon and Regina gave tours and presentations to school groups, university classes, genealogical groups and government departments throughout the year from the collection.

Features from the Collection: Photographs from the Archives' Collection continue to be posted on the Archives' photo blog site sabphotos.wordpress.com, and photo essays prepared by Saskatchewan Archives' staff featuring photographs from the Collection are regularly published in the *Saskatoon Express*, a new community newspaper in Saskatoon.

Saskatchewan Archives contributed material to the SCAA's "Wish You Were Here" virtual exhibit of historic postcards, and to "The Truth Is In There" video series which is comprised of four 30 second video vignettes using the holdings of archival institutions across the province. These vignettes are available for viewing on YouTube.

Archives Week 2012: Saskatchewan Archives' staff participated in the planning of three Archives Week events – one in Regina and two in Saskatoon – organized through the Saskatchewan Council for Archives and Archivists: a celebrity reader event and an archival film event in Saskatoon, and an event called "Murder & Mayhem" held at the RCMP Interpretative Centre in Regina. A significant number of readings and films from Saskatchewan Archives' Collection were featured at these events.

Saskatoon Heritage Festival: Saskatchewan Archives' staff in Saskatoon participated in the 22nd annual Saskatoon Heritage Festival, featuring an exhibit on the festival's theme: *Saskatoon PastTimes: See How We Played*. About 2500 visitors attended the Heritage Festival this year.

Saskatchewan Youth Heritage Fairs: Saskatchewan Archives' staff served as judges at the Youth Heritage Fairs in Saskatoon and Moose Jaw in May 2011. Unfortunately, the Youth Heritage Fair was cancelled in other Saskatchewan cities because teachers were not available to supervise the events.

The Provincial Archive: Saskatchewan Archives sponsored a concert of the Alberta-based folk band, *The Provincial Archive*, at Louis' in Saskatoon on May 13, 2011, and hosted a private concert of this band in the reading room in Regina on June 7, 2011, and at the Exchange. These concerts were part of a tour by the band, which featured concerts held at provincial archives across Canada.

Friends of the Saskatchewan Archives: In mid-2011, the Saskatchewan Archives Board launched its Friends of the Saskatchewan Archives (FOSA). The Friends consist of interested individuals from across the province and throughout Canada wishing to support the Archives through social events, volunteer work, advocacy and promotional activities.

New Website

The SAB launched a new website at www.saskarchives.com during Archives Week, February 5-12, 2012. The modernization of the website allowed the SAB, for the first time in its history, to provide online access to full descriptions of the SAB collection. As well, nearly 70,000 pages of homestead records and thousands of historical photographs have been digitized and are available for viewing via the website. Additional materials will be added as resources allow. Eventually, the complete homestead record collection of nearly 2.2 million pages will be available for consultation worldwide. Digitization of analogue records will also see the release of thousands of more historical photographs and textual pages from the Archives' Collection.

Various thematic exhibitions and topical collections – including exhibits relating to the history of the Dakota at Wahpeton Reserve, the experiences of Saskatchewan's early pioneers and the Regina Riot are also available for viewing on the website with new exhibits being added as resources permit.

Saskatchewan History Journal

Saskatchewan History published two outstanding issues this year, thanks to the hard work and creativity of the editing and design team, Myrna Williams and Andrew Kaytor.

In addition, new publication and call-for-papers schedules were developed to help ensure that the journal is being delivered to readers in a timely and consistent manner, and to encourage the submission of content for the journal well in advance of publication deadlines.

Spring 2011 Issue

The articles in this issue focused on the diverse ways that Saskatchewan people have related to and lived off the land. Some of the notable articles published in the Spring 2011 issue included:

- *Kylemore Doukhobor Colony*
- *There is no end . . . but only change: the life, art and philosophy of Ernest Lindner*
- *Letters from the Next Year Country: The Gilbert-McDonald Correspondence, 1909-1951*
- *Along the Orkney Road" (about the Reid and Fergus families of Orkney Road near Yorkton)*
- *The Adventures of Cumines of the North (about game guardian Jim Cumines)*

Fall 2011 Issue

The articles in this issue celebrated ordinary yet influential women in Saskatchewan's history.
Some of the notable articles published in the Fall 2011 issue included:

- *Hard Time for Annie Buller*
- *The little engine that could: Nettie Kryski and the Yorkton Film Festival*
- *The amazing adventures of Christina and Nan: Christina Henry's trip diary with annotations*
- *My Mother's Hands – A glimpse of my mother's life (about Anne Davies of Fort Qu'Appelle")*
- *For patriotic reasons: The IODE and post-war art in Saskatchewan schools*

R-PS63-791-06 Medicare office employee checking statistics compiled by computers, Regina, December 2, 1963.

SASKATCHEWAN **ARCHIVES** BOARD

2011-2012
Financial Statements

Report of Management

The accompanying financial statements are the responsibility of management and have been approved in principle by the Saskatchewan Archives' Board of Directors. The financial statements have been prepared in accordance with Canadian generally accepted accounting principles.

Management maintains a system of internal controls to ensure the integrity of information that forms the basis of the Financial Statements. The internal controls provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly guarded against unauthorized use and that reliable records are maintained.

The Board of Directors carries out its responsibility for the financial statements and for overseeing management's financial reporting responsibilities by meeting with management to discuss and review financial matters. The Provincial Auditor of Saskatchewan has full and open access to the Board of Directors.

The Provincial Auditor of Saskatchewan has audited the Financial Statements. Her report to the Members of the Legislative Assembly, stating the scope of her examination and opinion on the Financial Statements, appears below.

On behalf of management,

Linda B. McIntyre
Provincial Archivist

Darren Cranfield
Director, Corporate Services

PROVINCIAL AUDITOR
of Saskatchewan

INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

I have audited the accompanying financial statements of the Saskatchewan Archives Board, which comprise the statement of financial position as at March 31, 2012, the statement of operations, the statement of change in net financial assets and the statement of cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards for Treasury Board's approval, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Saskatchewan Archives Board as at March 31, 2012, and the results of its operations, changes in its net financial assets, and its cash flows for the year then ended in accordance with the Canadian public sector accounting standards.

Regina, Saskatchewan
June 27, 2012

Bonnie Lysyk, MBA, CA
Provincial Auditor

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w www.auditor.sk.ca

Statement of Financial Position

Statement 1

As at March 31	**2012**	**2011**
Financial assets:		
Due from University of Saskatchewan (note 3)	$ 691,417	$ 772,151
Due from General Revenue Fund (note 4)	76,830	81,952
Investments (note 2 and 5)	66,010	63,867
Accounts receivable	57,736	6,872
Grant receivable	-	2,000
	891,993	926,842
Liabilities:		
Accounts payable	95,578	112,429
Deferred revenue	49,395	1,507
Accrued vacation pay	42,663	37,207
Accrued salaries & benefits	171,177	134,767
	358,813	285,910
Net financial assets (Statement 3)	533,180	640,932
Non-financial assets		
Tangible capital assets (note 6)	280,791	287,210
Prepaid expenses	30,508	20,724
	311,299	307,934
Accumulated Surplus (Statement 2)	$ 844,479	948,866

(See accompanying notes to the financial statements)

Statement of Operations

Statement 2

For the year ended March 31

	Budget 2012 (Note 10)	Actual 2012	Actual 2011
Revenue:			
Grants - General Revenue Fund	$ 4,167,000	$ 4,313,000	$ 4,167,000
Government of Canada	12,153	10,453	8,000
	4,179,153	4,323,453	4,175,000
Photocopy sales	-	-	50,725
Service Revenue	35,000	46,324	-
Training Revenue	20,000	830	-
Saskatchewan History magazine sales	6,200	7,086	15,551
Investment income	5,000	5,198	3,054
Miscellaneous	800	975	697
	4,246,153	4,383,866	4,245,027
Expense:			
Salaries and benefits	3,259,613	3,116,109	2,880,534
Administrative services	1,275,881	1,273,313	1,135,374
Amortization of tangible capital assets	100,000	98,831	112,605
	4,635,494	4,488,253	4,128,513
(Deficit) Surplus for the year	$(389,341)	(104,387)	116,514
Accumulated surplus - beginning of year		948,866	832,352
Accumulated surplus, end of year (Statement 1)		$ 844,479	$ 948,866

(See accompanying notes to the financial statements)

Statement of change in net financial assets

Statement 3

For the year ended March 31

	2012	2011
(Deficit) Surplus for the year	$ (104,387)	$ 116,514
Acquisition of tangible capital assets	(92,412)	(43,146)
Amortization of tangible capital assets	98,831	112,605
Loss on disposal of tangible capital assets	-	162
	6,419	69,621
Changes in prepaid expense	(9,784)	(13,915)
(Decrease) increase in net financial assets	(107,752)	172,220
Net financial assets, beginning of year	640,932	468,712
Net financial assets, end of year	$ 533,180	$ 640,932

(See accompanying notes to the financial statements)

Statement of cash flow

Statement 4

For the year ended March 31

	2012	2011
Operating transactions		
(Deficit) Surplus for the year	$ (104,387)	$ 116,514
Items not affecting cash:		
Amortization of tangible capital assets	98,831	112,605
Loss on disposal of tangible capital assets	-	162
Unrealized (gain) loss on investments	(2,143)	-
Change in non-cash balances relating to operations:		
Accounts receivable	(50,865)	(4,444)
Grant receivable - General Revenue Fund	2,000	(273)
Prepaid expenses	(9,784)	(13,915)
Accounts payable and accrued liabilities	(16,851)	15,452
Accrued vacation pay	5,457	(11,149)
Accrued salary and benefits	36,410	(108,051)
Deferred Revenue	47,888	-
Cash provided by operating transactions	6,556	106,901
Capital transactions		
Acquisition of tangible capital assets	(92,412)	(43,146)
Cash used in capital transactions	(92,412)	(43,146)
Investing transactions		
Proceeds from disposal of investments	-	3,054
Cash provided by investing transactions	-	3,054
Net (decrease) increase in cash	(85,856)	66,809
Cash, beginning of year	854,103	787,294
Cash, end of year	$ 768,247	$ 854,103
Cash includes the following:		
Due from the University of Saskatchewan	$ 691,417	$ 772,151
Due from General Revenue Fund	76,830	81,952
	$ 768,247	$ 854,103

(See accompanying notes to the financial statements)

Notes to the financial statements

March 31, 2012

1. **Authority**
   The Saskatchewan Archives Board (Board) was established under the authority of *The Archives Act, 2004* for the purpose of acquiring and preserving historical documents relating to the history of Saskatchewan and providing these documents to the public for research purposes.

2. **Accounting Policies**
   The financial statements are prepared in accordance with Canadian generally accepted accounting principles as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. The following accounting policies are significant.

   a) Tangible Capital Assets
   Purchased tangible capital assets are recorded at cost. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Computer hardware	3-10 years
Computer software	3 years
Equipment	5-10 years
Furniture	5-20 years
Leasehold improvements	Lease term

   The Board has placed a nil value on the permanent collection of archival materials for financial statement purposes.

   The cost of materials used to preserve the archival collection is expensed.

   b) Investments
   Investments are comprised of units in a pooled fund held by the University of Saskatchewan. Units in the pooled fund are valued at market and any increase/decrease in the value of the fund is accounted for in the statement of operations as investment income or loss.

   c) Grants
   Government grants are recognized as revenue when the transfer is authorized and all eligibility criteria have been met.

   d) Use of estimates
   The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates.

3. **Due from University of Saskatchewan**
   The University of Saskatchewan administers cash on behalf of the Board. The Board does not receive interest on its cash on deposit with the University and it is not charged for interest on an overdraft.

4. **Due from General Revenue Fund**
   The Board's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan. During the year, the General Revenue Fund did not pay interest on the Board's bank account. Monies were transferred monthly from the GRF to the Board's bank account held at the University of Saskatchewan. Saskatchewan Archives Board is designated a public agency by Treasury Board and is subject to its directives pursuant to *The Financial Administration Act, 1993.*

5. **Evelyn Eager Estate**
   In July 1992, the Board received a bequest of $40,000. It received an additional $7,371 in September 1994. The Board has restricted $47,371 indefinitely with the income earned on the related investment applied to the costs of publishing the Saskatchewan History magazine.

6. Tangible Capital Assets for fiscal year 2011-12

	2011-12				2010-11
	Office Furniture and Equipment	Computer Hardware and Software	Lease Hold Improvements	Total	Total
Opening cost	$562,603	$513,746	$46,513	$1,122,862	$1,085,389
Adjustment	($449)	$449	$0	$0	$0
Additions during the year	$7,245	$74,414	$10,753	$92,412	$43,146
Disposals during the year	$0	$0	$0	$0	$5,673
Closing cost	$569,399	$588,609	$57,266	$1,215,274	$1,122,862
Opening accumulated amortization	$417,244	$408,740	$9,668	$835,652	$728,558
Annual amortization cost	$23,166	$65,984	$9,681	$98,831	$112,605
Amortization related to disposals	$0	$0	$0	$0	$5,511
Closing accumulated amortization	$440,410	$474,724	$19,349	$934,483	$835,652
Net book value of tangible capital assets	$128,989	$113,885	$37,917	$280,791	$287,210

7. Related Party Transactions

These financial statements include transactions with related parties. The Board is related to all Saskatchewan Crown agencies such as ministries, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the Board is related to non-Crown enterprises that the Government jointly controls or significantly influences. The Board is charged a fee for administrative services by the University of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. Included in expenses is related party transactions of $1,494,011 (2011 - $1,359,475) of which $139,712 (2011 - $107,106) was payable at March 31, 2012.

In addition, the Board pays Provincial Sales Tax to the Saskatchewan Ministry of Finance on all its taxable purchases and customer sales on items that are deemed taxable. Taxes paid are recorded as part of the cost of those purchases. Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

8. Pension Plan

Substantially all of the Board's employees participate in the Public Employees Pension Plan (a related party) which is a defined contribution plan. The Board's financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of $190,889 (2011 - $168,142).

9. Financial Instruments

The Board's financial instruments include due from University of Saskatchewan, due from General Revenue Fund, investments, receivables, accounts payable, accrued liabilities, deferred revenue, and accrued salaries and benefits. The carrying amount of these instruments approximate fair value due to their immediate or short-term maturity. These instruments do not have significant interest rate or credit risk.

10. Budget

These amounts are included in the annual budget approved by the Saskatchewan Archives Board.

Retirements

Susan Millen Retires From the Saskatchewan Archives

On the evening of March 21, 2012 Saskatchewan Archives said 'thank you' and 'farewell' to Susan Millen after over twenty years of service to the SAB. Susan began her archival career in July 1989 in the Government Records Branch working on a court records arrangement and description project. She moved to the Microfilm Unit in December of that year and, with Ted Sheard, tackled the important task of filming Saskatchewan newspapers and other micrographic projects. After a short period working with the Reference Services Unit, Susan returned to her microfilm duties. She left the Archives in early 2011 to become office manager in her husband's business, Global Property Inspectors, and formally retired in early 2012. Over the years Susan became known for her warmth, her wit, her excellent sense of humour and her dedication to the archival profession. Saskatchewan Archives staff wishes Susan a very happy and well-deserved retirement!

Ilene Youchezin Retires From the Saskatchewan Archives

On January 17, 2012, Saskatchewan Archives said "goodbye and farewell" to long-time Archives employee, Ilene Youchezin, who retired after 25 years of service to the Government of Saskatchewan. For 23 years, Ilene worked as an archives technician and reference services clerk at the Saskatchewan Archives, and as Administrative Assistant for the Archives' journal, *Saskatchewan History*. Ilene always ensured that *Saskatchewan History*'s subscription list was kept up to date, and that the journal was delivered to readers when it was hot off the presses! Saskatchewan Archives staff wishes Ilene a very happy and well-deserved retirement!

Thanks to our donors

The Saskatchewan Archives wishes to extend its thanks to the many donors who have contributed to the growth of our Permanent Collection during 2011-2012. Whether individuals, organizations, government institutions or local authorities the impact of donors is significant and widespread. Donations of historical documents ensure that the stories surrounding events, public policy and services, personal achievements, family histories and local development are preserved for current and future generations of users. Saskatchewan holds an extensive and fascinating history; each record adds to and expands this history in new and exciting ways. Thank you all for donating your stories and for supporting our ongoing efforts to build a remarkable provincial collection.

Thanks to our Funders and Partners

In addition to the annual Government of Saskatchewan grant, Saskatchewan Archives gratefully acknowledges the support provided by the following funding and partner organizations.

Canadian Council of Archives, Saskatchewan Council of Archives and Archivists, Library and Archives Canada, Council of Provincial and Territorial Archivists, Office of the Provincial Capital Commission, Public Service Commission, Genealogical Society of Utah, Saskatchewan Youth Heritage Fairs, Minisis Inc., Saskatchewan Genealogical Society, Idéeclic, University of Saskatchewan, Kaleidoscope Productions, Heritage Saskatchewan, Myrna Williams Communications Consultant and Bradbury Branding & Design.

PS11404 An IBM card punch machine, 1954.